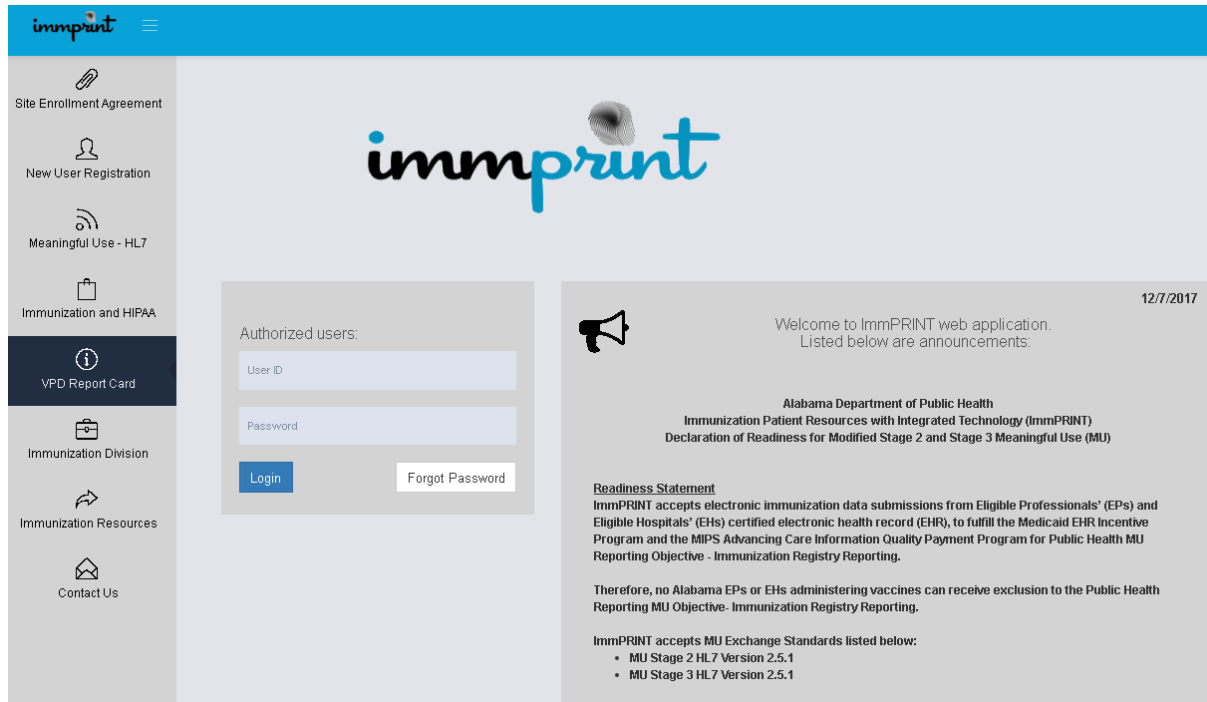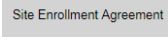## Site Enrollment Agreement (SEA)

Objective: At the completion of this section, the learner will know the:

- Process of enrolling and updating annually an ImmPRINT site

Once a site's Site Administrator (SA) is identified, they should go onto the ImmPRINT website at https://siis.state.al.us/ImmPrint/login/login.aspx. If you are uncertain about who should be your SA, please refer to the "Site Administrator" section of this manual for suggestions. Although ImmPRINT supports all internet browsers, Google Chrome is the preferred browser.

The SA should click icon to complete the Site Enrollment Agreement (SEA). Please review the message box that appears, prior to proceeding.

> If your Site Enrollment Agreement (SEA) has expired, your site administrator must call 1-800-469-4599 for more information.
> If your site has never enrolled in ImmPRINT, select "OK", and complete SEA.

If your site has ever registered for ImmPRINT access, do not continue with this online process. Select "OK" and the SA should call the posted number to reactivate the site. New ImmPRINT sites should select "OK" and continue registering online.

Complete all fields is recommended to reduce the occurrence of duplicate sites in the registry. In the "Medical Authority" field enter all physicians (MD), physician assistants (PA), doctor of osteopathy (DO), certified registered nurse practitioner (CRNP) information as indicated for medical professionals with NPI numbers only. Once the fields are completed, the SA's name should be typed in the field labeled "Electronic Signature". Click "I agree" to submit the agreement. A notification email is sent to the ImmPRINT Team of a new SEA. An ImmPRINT team member will contact you to verify your site's details.

Activation

After your site's Immunization Compliance Manager (ICM) or team member will contact you to schedule a face to face training session. On the day of training the ICM will activate your site. The SA and staff must then register for individual user accounts. This process is detailed in the "User Registration" section of this manual. Once registration is complete, the ICM will then activate all user accounts and the training session will begin.